

THE CHILTERN CENTRE LIMITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2020

Charity Number 1101218

tc accounts • tax • legal • financial planning

The Granary
Hones Yard
Waverley Lane
Farnham
Surrey
GU9 8BB

THE CHILTERN CENTRE LIMITED

YEAR ENDED 31 DECEMBER 2020

CONTENTS	PAGE
Trustees Annual Report	1 - 9
Independent auditor's report to the members	10 - 13
Statement of financial activities (incorporating the Income and Expenditure account)	14
Balance Sheet	15
Statement of cash flows	16
Notes to the financial statements	17 - 25

THE CHILTERN CENTRE LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Name	The Chiltern Centre Limited
Charity Registration Number	1101218
Company Registration Number	04843950 (England and Wales)
Registered Office	The Chiltern Centre Greys Road Henley-on-Thames Oxfordshire RG9 1QR

DIRECTORS AND TRUSTEES

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

	Paul Barrett (Chairman) Lisa Drage Ruth Luckett (Finance Director) Nicholas Steel (Fundraising Director) Nigel Reading David Haddock Stephen Unsworth Paul Venables (appointed 22 January 2020) Simon Warren (resigned 27 February 2020)
Secretary	David Haddock
Patrons	Lady McAlpine Mr Phillip Schofield Mrs Gaie Scouller Mr Alex Haigh Mrs Jane Wates (deceased 1 August 2020)
Legal Advisor	Richard Money-Kyrle (Boyes-Turner)
Centre Manager	Gareth Groves
Responsible Person	Stephen Unsworth
Parental Advisor to the Board	Lisa Drage
Media Advisor to the Board	Richard Reed

THE CHILTERN CENTRE LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2020

Independent Auditors

TC Group
The Granary
Hones Yard
Waverley Lane
Farnham
Surrey
GU9 8BB

Bankers

The Co-operative Bank plc
PO Box 101
1 Balloon Street
Manchester
M60 4EP

CAF Bank Limited
Kings Hill
West Malling
ME19 4JQ

THE CHILTERN CENTRE LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2020

The trustees are pleased to present their annual trustees' report together with the financial statements of the charitable company for the year ended 31 December 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Charitable Status was granted to the Company on 16 December 2003. The charity is a private company limited by guarantee. Its governing documents are its Memorandum and Articles of Association.

The Board of Trustees directs the strategy of the charity and monitors all aspects of the charity's activities in its bi-monthly meetings. The charity is managed by a Management Committee which comprises the Chairman, the Nominated Individual, the Finance Director, the Fundraising Director, the Centre Manager, the Deputy Manager, supported by the Centre Administrator and the Finance Administrator, which meets monthly. The day to day running of the Centre and its services are managed by the Centre Manager, his Deputy, and the Senior Staff who in turn are supported by a team of suitably qualified employees.

In addition a Fundraising Committee is attended by certain Trustees and fundraisers bi-monthly. Sub-Committees for Governance and Building meet on an ad hoc basis when necessary.

IMPACT OF THE COVID PANDEMIC IN 2020

The Chiltern Centre was forced to close in the first lockdown from March to July with the deleterious financial consequences explained in the financial review section of this report.

Fortunately the Centre's strong reserves and the resilience of the Fundraising Team in being able to adapt to virtual fundraising ensured the Centre's survival.

It also meant that since receiving CQC approval in July 2019, the Centre has not yet been able to receive a live CQC inspection, although it has been subject to regular online audits.

Procedures for Appointing Trustees

In normal circumstances, in appointing new trustees, the Charity will make information available externally of a vacancy, to include local black and ethnic minority individuals and any disadvantaged groups within the Charity's area of activity. It may also approach individuals who may be able to make a particular contribution and invite them to be considered. The Charity applies equal opportunities policies to the appointment of trustees.

Induction and Training of Trustees

Prospective trustees are invited to attend a Board Meeting as an observer and to visit the Centre and become acquainted first hand with its work. On appointment, trustees are given suitable literature from the Charity Commission to ensure that they are fully conversant with their role and responsibilities. All Trustees are required to undergo vetting by the DBS and to complete training in safeguarding. They are also directed to a number of helpful Charity Commission websites. The Board is encouraged to critique its performance at regular intervals.

THE CHILTERN CENTRE LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2020

Risk Management

The trustees are responsible for the management of risks faced by the Centre. To ensure efficient risk management they oversee processes which identify, assess and control risk.

The trustees perform their own review of the major risks to which the charity is exposed at their bi-monthly Trustees` Meetings at which the Centre Manager is present and take appropriate actions to mitigate those risks. In addition the Charity`s Governance Committee provides an added safeguard by monitoring compliance and risk assessment.

Following CQC registration it was intended that trustees visited the Centre and looked at any areas of concern to ensure compliance with CQC requirements. This however had to be put on hold following the Covid-19 pandemic.

Public Benefit Statement

Section 4 of the Charities Act 2011 requires the charity trustees to comply with their duty to have due regard to public benefit guidance published by the Charity Commission in exercising their powers or duties. As Trustees we are mindful of this obligation and have referred to the guidance when reviewing our aims and objectives and in planning our future activities. In particular, we have considered how planned activities will contribute to the aims and objectives we have.

Ethos of the Centre

Throughout its existence the overarching aim of The Chiltern Centre has been to see the person not the disability and provide individualised person-centred care that enables young adults to live life to the full. We did this by:

- Developing and implementing appropriate support for young adults in consultation with the individual, their family and other relevant parties to meet their individual needs.
- Valuing children and young people as individuals, promoting choice, positive self-image, independence and individual identity.
- Encouraging full participation of the young adults in the running of the Centre, sharing responsibilities and decisions.
- Providing individualised person-centred care by involving each individual in every aspect of their care with regular monitoring and review.
- Treating children and young people and their views with dignity and respect.
- Working in partnership with associated agencies to provide a holistic approach to meeting the needs of young adults and to develop additional opportunities and promote life chances.
- Safeguarding the health and wellbeing of young adults, ensuring that they are protected from harm and kept safe
- Offering a small-scale friendly environment that is flexible and which seeks to meet the needs of young adults.
- Providing a safe, secure, and stimulating environment where young adults can relax and have fun.
- Giving young adults the opportunity to continue to develop social and life skills and become an active part of the community.
- Encouraging young adults to respect individuals' diversity, needs, values and human rights.
- Ensure confidentiality and personal privacy are always maintained and respected.
- Promoting the service in the wider community and encouraging participation in, and support of, our work.
- Being a source of information and support for young adults, families and professionals.

THE CHILTERN CENTRE LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2020

Performance and Achievements

As was the case for other providers of short break and day services we had to make the decision to close during the first lockdown. We reopened our doors at the end of July and have successfully remained open through the 2nd and 3rd lockdown.

This has been achieved through the positive approach of the Team and their ability to adapt to the new ways of working and their creativity in delivering support.

The Fundraising Team and Care Team have developed their working relationship over the last year and this has resulted in partnership working on campaigns and this will continue into the year ahead.

Although this has been a difficult year for many, The Chiltern Centre as a whole has showed great resilience in achieving positive outcomes in all areas of its operations.

To date we are supporting 26 people and their families and have a waiting list of 7. Marketing our service at young adults aged 16-30 makes us attractive to many individuals and we are becoming the first recommendations for several Local Authorities, and the plan is to grow these relationships over the next year.

Funding

The financial stability of the Centre remains highly dependent on successful fundraising.

In 2020 the Centre was obliged to close from late March 2020 until the partial re-opening at the end of July. This naturally had the effect of reducing revenue from invoiced services.

There has always been a need to raise considerable funds each year to cover the deficit between invoiced revenue and costs. This need will continue in the future, and we are grateful that support from the local community and grant-awarding bodies has largely continued unchanged since we became regulated by CQC.

Building Project

During the year agreement was reached with Crest Nicholson for them to donate land at the Highland Park development for a new build site for The Chiltern Centre. Consequently action is currently underway for our existing site to be included in the Henley and Harpsden Neighbourhood Plan as a site for housing development.

The progression of plans for this strategic move have been impeded by the Covid pandemic restrictions but the need for it will increase in 2021 as demand grows for the Centre's services.

Meanwhile funding is being finalised for the new Garden project.

THE CHILTERN CENTRE LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2020

Fundraising

2020 was a year like no other for fundraising which was severely impacted by the impact of the Covid pandemic. The majority of face to face events had to be cancelled and a focus was placed on fundraising virtually.

Despite the difficult circumstances 2020 was more successful than expected thanks to the support of a number of grant and trust making bodies and the incredible generosity of the local community who continue to overwhelm us with their support.

We took advantage of the summer's respite from Covid to run a socially distanced ladies lunch picnic and golf days at Badgemore Golf Club and Henley Golf Club.

The trustees wish to express their appreciation of the creativity and hard work of the part-time fundraising team, Jane Ainslie, Harriet Barcella and Emma Lerche-Thomsen.

In such an exceptional year we are incredibly grateful to the the continued, consistent and generous support from our local community, schools and businesses. At a time when it has been difficult to plan your support has helped more than ever in securing our long term ability to provide our much needed care to disabled young people.

Patrons

We were very sad to report the unexpected death of Jane Wates OBE on August 1st 2020. Jane was an outstanding Patron for the Centre for most of its existence and all of us mourn her loss. We are immensely grateful for her generous bequest to the Centre in her will.

All of our Patrons have given outstanding support to the Centre during 2020 as we strove to meet the challenges which the Covid pandemic presented.

Trustees

Apart from the resignation of Simon Warren early in the year, The Board of Trustees remained unchanged in 2020. Because of the lockdown restrictions caused by the Covid pandemic, the Board conducted the majority of its meetings by Zoom.

Advisors

Lisa Drage continues as Parental Advisor to the Board.

A new *pro bono* legal advisor is still being sought in succession to Richard Money-Kyle.

Richard Reed continues as Media Advisor to the Board and to the Fundraising Committee.

THE CHILTERN CENTRE LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2020

Financial Review

Throughout most of 2020 our financial administrator Karen Holland was on maternity leave and Liza Foster worked as her maternity cover. For a large part of this time the Centre was closed due to Covid-19 and Liza was working remotely, with Karen continuing to deal with payroll, including claims under the Government Furlough Scheme. Fortunately this was made possible by the timely move to the online version of our accounting system and the accounts and Management information continued to be produced accurately and on time.

As the Centre was closed completely from mid March until mid July with a gradual opening from late July this had a drastic effect on the income from charitable services. There was a reduction from £472k in 2019 to £286k in 2020 – a drop of £186k or almost 40%. Fortunately we were able to reclaim large part of our care staff costs and part of our admin staff costs under the furlough scheme and there were savings on some overheads such as building maintenance, travel and outings. The expenditure on charitable service provision reduced from £625k in 2019 to £505k in 2020 – a saving of £120k or just over 19%. The revenue from donations in 2020 was badly hit by the effects of the Covid pandemic with fundraising restricted to online activities. However the income from Grants increased significantly largely due to various Covid related donations, eg £10k lottery grant, and about £62k in Furlough payments. The increase in grants was sufficient to result in an increase in overall funds raised of almost £13k compared to 2019; taken together with a saving in fundraising costs of £10k this mitigated the increased deficit from charitable activities of £66k by £23k.

This meant that despite the ravages of Covid 19 the deficit in 2020 was restricted to £59k (compared to £15k in 2019). The results could have been much worse and is a credit to the efforts of the fundraising staff and the Centre manager who worked hard to maintain fundraising and staff morale.

The re-opening of the Centre from July was a gradual process. Covid prevention measures had to be in place and arrangements for clients and staff to be in 'bubbles' meant a higher than previously staff:client ratio – meaning yet further costs in addition to the cost of equipment. Regular testing of staff and clients enabled the Centre to remain open despite some positive test results in January 2021. The demand for our services has increased since the pandemic and we are gradually increasing the occupancy levels as circumstances allow.

Some of the surplus funds set aside by the Trustees as a building fund have had to cover the Covid deficit but the higher demand for our services means the Trustees are still intent on ensuring the long term survival of the Centre and are pursuing the possibility of a move to purpose built accommodation with increased capacity.

The proportion of income from invoiced services in 2020 was 54% (67% in 2019). This is because the fall in revenue from services was greater than the fall in donations and grants. The income from invoiced services should increase in 2021 as long as the Centre is able to remain open and operate at normal capacity.

The Charity deposits funds in an interest bearing account with CAF Bank but the continuing low interest rates resulted in only £377 interest in 2020.

Reserves Policy

The Charity has seen the irregular nature of voluntary income over the years and recognises the need to maintain continuity of care without threat of closure. The Reserves Policy was designed to deal with both the irregularity of voluntary income and the risks as originally assessed in our business continuity plan. We also recognised the national shortage of care staff and nurses and the need to be able to attract suitable staff with commensurate salaries. The Charity therefore aimed to maintain working capital in the form of cash sufficient to cover at least six months running costs. This was monitored on a monthly basis and reported to Trustees at each bi-monthly meeting. This prudent management of finances has enabled the Centre to survive the pandemic so far, and should continue to do so.

THE CHILTERN CENTRE LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2020

Future Plans

Plans that were set in 2019 have been impacted by the Centre's closure from March to July 2020 as a result of the Covid 19 pandemic. Current priorities now are:

1. To serve as many service users as possible whilst ensuring their safety and that of our staff in a covid - safe assured environment.
2. To ensure the financial integrity of the Centre for the foreseeable future.
3. To conduct a strategic review of fundraising in response to the pandemic.
4. To include the Chiltern Centre as a site for housing development in the revision of The Henley and Harpsden Neighbourhood Plan with a view to relocating to Highland Park.

Thanks

The Trustees would like to thank the many national organisations who support us, as well as many organisations and individuals in the local community who do so. Thanks are also due to our Members and the growing ranks of Friends as well as the Henley Standard and Henley Herald for their ongoing coverage and support; to South Oxfordshire District Council for their grants; to the parents and carers of the children and young persons who use our services. We are very grateful to our Patrons, our dedicated staff, and to our Fundraising Team for their unstinting efforts on behalf of the Chiltern Centre.

THE CHILTERN CENTRE LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2020

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of the Chiltern Centre Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

AUDITOR

TC Group are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

Registered office:
Greys Road
Henley on Thames
Oxfordshire
RG9 1QR

Signed by order of the trustees



.....
David Haddock
Charity Secretary and Trustee
Dated 30 June 2021

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE
CHILTERN CENTRE LIMITED**

OPINION

We have audited the financial statements of The Chiltern Centre Limited (the 'charitable company') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes numbered 1 to 18. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

OTHER INFORMATION

The other information comprises the information included in the Trustees' Annual Report. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE
CHILTERN CENTRE LIMITED (continued)**

We have nothing to report in this regard.

OPINIONS ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report, which includes the Directors' Report prepared for the purposes of company law, is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Annual Report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of our audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the Trustees' Annual Report and from the requirement to prepare a strategic report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE
CHILTERN CENTRE LIMITED (continued)**

EXTENT TO WHICH THE AUDIT WAS CONSIDERED CAPABLE OF DETECTING IRREGULARITIES, INCLUDING FRAUD

The objectives of our audit, in respect of fraud, are: to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and to respond appropriately to fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and its management.

Our approach was as follows:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general sector experience, and through discussion with the trustees and other management (as required by auditing standards), and discussed with the trustees and other management the policies and procedures regarding compliance with laws and regulations (see below);
- We identified the following areas as those most likely to have such an effect: health and safety; General Data Protection regulation (GDPR); fraud, bribery and corruption; Care Quality Commission (CQC), and employment law. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the trustees and other management and inspection of regulatory and legal correspondence, if any.
- We considered the legal and regulatory frameworks directly applicable to the financial statements reporting framework (FRS 102, the Companies Act 2006 and the Charities Act 2011) and the relevant tax compliance regulations in the UK;
- We considered the nature of the charitable company's operations, the control environment and financial performance;
- We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit;
- We considered the procedures and controls that the charitable company has established to address risks identified, or that otherwise prevent, deter and detect fraud; and how senior management monitors those programmes and controls.

Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Where the risk was considered to be higher, we performed audit procedures to address each identified fraud risk. These procedures included testing manual journals; reviewing the financial statement disclosures and testing to supporting documentation; performing analytical procedures; and enquiring of management, and were designed to provide reasonable assurance that the financial statements were free from fraud or error.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE
CHILTERN CENTRE LIMITED (continued)**

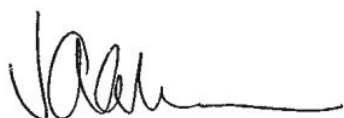
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

OTHER MATTERS

The financial statements for the year ended 31 December 2019 were not audited, corresponding figures are therefore unaudited.

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Jonathan Aikens ACA DChA (Senior Statutory Auditor)

For and on behalf of TC Group

Statutory Auditor
Office: Farnham

Date: 9 July 2021

TC Group is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

THE CHILTERN CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
INCOME AND ENDOWMENTS					
FROM:					
Donations and legacies	2	143,248	72,123	215,371	174,466
Charitable activities	3	285,808	-	285,808	471,819
Other trading activities	4	22,096	-	22,096	50,150
Investments	5	377	-	377	974
TOTAL		451,529	72,123	523,652	697,409
EXPENDITURE ON:					
Raising funds	6	(77,663)	-	(77,663)	(87,655)
Charitable activities	7-9	(420,492)	(84,493)	(504,985)	(624,819)
TOTAL		(498,155)	(84,493)	(582,648)	(712,474)
NET EXPENDITURE/NET MOVEMENT IN FUNDS					
		(46,626)	(12,370)	(58,996)	(15,065)
RECONCILIATION OF FUNDS 15-16					
Total funds brought forward		619,456	345,959	965,415	980,480
TOTAL FUNDS CARRIED FORWARD		572,830	333,589	906,419	965,415
NOTE:					
Total income		451,529	72,123	523,652	697,409
Total expenditure		(498,155)	(84,493)	(582,648)	(712,474)
NET (OUTGOING) RESOURCES		(46,626)	(12,370)	(58,996)	(15,065)

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 17 to 25 form part of these financial statements.

THE CHILTERN CENTRE LIMITED

BALANCE SHEET

31 DECEMBER 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible assets	12	401,429	412,162
CURRENT ASSETS			
Debtors	13	118,230	133,765
Cash at bank		422,762	445,092
		<u>540,992</u>	<u>578,857</u>
CREDITORS: Amounts falling due within one year	14	<u>(36,002)</u>	<u>(25,604)</u>
NET CURRENT ASSETS		504,990	553,253
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>906,419</u>	<u>965,415</u>
CREDITORS: Amounts falling due after more than one year		-	-
NET ASSETS		<u>906,419</u>	<u>965,415</u>
FUNDS			
Restricted income funds	15	333,589	345,959
Unrestricted income funds	15	572,830	619,456
TOTAL FUNDS		<u>906,419</u>	<u>965,415</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the members of the committee on the 30 June 2021 and are signed on their behalf by:



.....
Mr P M Barrett
Chairman
Company Registration Number: 04843950

The notes on pages 17 to 25 form part of these financial statements.

THE CHILTERN CENTRE LIMITED

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	17	8,800	743
Investing activities			
Purchase of tangible fixed assets	12	(31,507)	(7,646)
Investment income		377	674
Net cash (used in) investing activities		<u>(22,330)</u>	<u>(6,229)</u>
Net (decrease) in cash and cash equivalents		(22,330)	(6,229)
Cash and cash equivalents at the beginning of the year		445,092	451,321
Cash and cash equivalents at the end of the year		<u><u>422,762</u></u>	<u><u>445,092</u></u>

The notes on pages 17 to 25 form part of these financial statements.

THE CHILTERN CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

Company information

The Chiltern Centre Limited is a charitable company limited by guarantee incorporated in England and Wales. In the event of winding up, each member may be required to contribute an amount, not exceeding £10, towards the settlement of the company's liabilities. The registered office is Greys Road, Henley-on-Thames, Oxfordshire, RG9 1QR.

a. Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (issued in October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charitable company and rounded to the nearest £.

The Chiltern Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The impact of covid 19 was to close the Centre operations from March 2020 until mid July 2020. Care staff were furloughed in line with Government guidelines. From mid July there was a gradual restricted opening, first for daycare then for a limited amount of overnight care. Many adaptations were made to comply with guidance to control spread of the virus, deep cleaning measures, use of PPE etc. Thanks to the furlough scheme and some use of reserves the financial position is such that the Trustees consider the charity to still be a going concern. There are sufficient funds to fund the service well into 2021 with the aim of increasing revenue from clients when possible and maintaining and hopefully increasing fundraising going forward.

b. Fund accounting

- General funds are unrestricted funds, which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

- Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

THE CHILTERN CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES (*continued*)

c. Income

All income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Income from donations and legacies received by way of donations, grants and fundraising events and is included in full in the Statement of Financial Activities. Income received for services provided is recognised on a receivable basis. Grants are included in incoming resources when the charity is entitled to the income, it is probable the income will be recovered and when the income can be measured reliably.
- Gift aid reclaimable on donations to the charity is included with the amount received.
- Donated services and facilities are included at the value to the charity where this can be quantified.
- Investment income is included when receivable.
- Income resources from charitable activities are accounted for when earned.

d. Expenditure

All expenditure is accounted for on an accruals basis as a liability is incurred. Expenditure includes VAT, which cannot be recovered, and is reported as part of the expenditure to which it relates.

- Expenditure on raising funds comprise the cost associated with attracting donations and legacy income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Also included within charitable expenditure are governance costs which include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and salary costs associated with the audit and statutory registration requirements. Salary costs are allocated by taking a percentage of the managerial and administration support salaries.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

e. Tangible fixed assets and depreciation

Fixed assets are recorded at cost less accumulated depreciation. The costs of minor additions are not capitalised.

Depreciation is provided on office, play and general equipment at a rate to write off the value fully over three years on a straight line basis.

Depreciation is provided on vehicles at a rate to write off the value fully over four years on a straight line basis.

Depreciation is provided on the freehold building to write off the value over 15 years. Land is not depreciated.

The carrying values of tangible fixed assets are reviewed for impairment periodically if events or changes in circumstances indicate the carrying values may not be recoverable.

THE CHILTERN CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES (*continued*)

f. Pension scheme

The Charity operates a pension scheme into which the employees may contribute. The Company also contributes into this scheme.

g. Deferred income

Deferred income represents income received from grants in the current period in respect of the activities of future years to ensure the grants are utilised in accordance with their conditions.

h. Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK tax purposes.

i. Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

j. Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

THE CHILTERN CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Grants	84,248	46,423	130,671	26,910
Donations	59,000	25,700	84,700	147,556
	<u>143,248</u>	<u>72,123</u>	<u>215,371</u>	<u>174,466</u>

All grants were utilised in accordance with their conditions and where appropriate part of the grants were deferred to next year.

Income from donations and legacies was £215,371 (2019 - £174,466) of which £143,248 (2019 - £122,758) was attributable to unrestricted and £72,123 (2019 - £51,708) was attributable to restricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income from services provided	285,808	-	285,808	471,819

Income from charitable activities was £285,808 (2019 - £471,819) of which £285,808 (2019 - £471,819) was attributable to unrestricted funds.

4. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Fundraising events	22,096	-	22,096	50,150

Income from other trading activities was £22,096 (2019 - £50,150) of which £22,096 (2019 - £50,150) was attributable to unrestricted funds.

5. INVESTMENT INCOME

	Unrestricted funds Total Funds 2020 £	Unrestricted funds Total Funds 2019 £
Bank interest receivable	377	674
Rental income	-	300
	<u>377</u>	<u>974</u>

THE CHILTERN CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

6. EXPENDITURE ON RAISING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Fundraising costs				
Staff costs	63,917	-	63,917	62,511
Other costs	13,746	-	13,746	25,144
	<u>77,663</u>	<u>-</u>	<u>77,663</u>	<u>87,655</u>

Expenditure on raising funds was £77,663 (2019 - £87,655) of which £77,663 (2019 - £87,655) was attributable to unrestricted funds.

7. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Care and welfare				
Staff costs	200,943	51,700	252,643	291,183
Catering	7,526	-	7,526	12,600
Play equipment	(734)	1,079	345	1,342
Outings	5,986	935	6,921	15,918
Management and administration costs (note 8)	176,405	30,779	207,184	270,042
Governance costs (note 9)	30,366	-	30,366	33,734
	<u>420,492</u>	<u>84,493</u>	<u>504,985</u>	<u>624,819</u>

Expenditure on charitable activities was £504,985 (2019 - £624,819) of which £420,492 (2019 - £537,280) was attributable to unrestricted funds and £84,493 (2019 - £87,539) was attributable to restricted funds.

8. MANAGEMENT AND ADMINISTRATION COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Staff costs	87,473	-	87,473	106,235
Property costs	12,989	-	12,989	62,132
Servicing & maintenance costs	14,122	-	14,122	15,869
General administrative expenses	48,451	-	48,451	44,169
Professional & registration fees	1,909	-	1,909	3,328
Interest	-	-	-	145
Depreciation	11,461	30,779	42,240	38,164
	<u>176,405</u>	<u>30,779</u>	<u>207,184</u>	<u>270,042</u>

THE CHILTERN CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

9. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Staff costs	26,076	26,076	31,919
Auditor's remuneration	4,136	4,136	-
Independent examination fees	-	-	1,532
Bank charges	154	154	283
	<u>30,366</u>	<u>30,366</u>	<u>33,734</u>

10. NET (OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

	2020 £	2019 £
Depreciation	42,240	38,164
Independent examination fee	-	1,532
Auditors' remuneration: - audit of the financial statements	<u>4,136</u>	<u>-</u>

11. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2020 £	2019 £
Contracted employees:		
Wages and salaries	327,598	364,650
Employers national insurance	24,630	20,942
Pension	11,029	11,490
	<u>363,257</u>	<u>397,082</u>
Other staff related costs:		
Recruitment	21,011	19,969
Training	19,492	20,637
Clinical nurse	588	12,305
Agency staff	25,761	42,001
	<u>66,852</u>	<u>94,912</u>
Total staff costs	<u>430,109</u>	<u>491,994</u>

Particulars of employees:

The average number of employees during the year was as follows:

	2020 No	2019 No
Care staff	10	9
Management	1	2
Administration	3	2
Fundraising	1	2
	<u>15</u>	<u>15</u>

THE CHILTERN CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

11. STAFF COSTS AND EMOLUMENTS (Continued)

No employee received remuneration of more than £60,000 during the year (2019 – nil).

No trustee received any remuneration or expense reimbursements during the year (2019 - nil).

Key management personnel consist of the Centre Manager, Service Administrator and Finance Administrator. Total remuneration of key management personnel (including Employer's National Insurance Contributions and Employer's Pension contributions) was £90,586 (2019: £90,586).

12. TANGIBLE FIXED ASSETS

	Freehold land & building £	Office equipment £	Play & other equipment £	Vehicle £	Total £
COST					
At 1 January 2020	688,156	33,542	38,536	26,295	786,529
Additions	-	9,900	3,557	18,050	31,507
At 31 December 2020	688,156	43,442	42,093	44,345	818,036
DEPRECIATION					
At 1 January 2020	288,547	31,164	28,361	26,295	374,367
Charge for the year	30,779	3,341	6,315	1,805	42,240
At 31 December 2020	319,326	34,505	34,676	28,100	416,607
NET BOOK VALUE					
At 31 December 2020	368,830	8,937	7,417	16,245	401,429
At 31 December 2019	399,609	2,378	10,175	-	412,162

Included in the value of Freehold land and buildings is a total cost of £242,377 relating to land which is not depreciated.

13. DEBTORS

	2020 £	2019 £
Trade debtors	100,647	118,342
Gift Aid claims	3,978	4,429
Prepayments	13,605	10,994
	118,230	133,765

14. CREDITORS: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	14,857	10,533
Taxation and social security	8,084	6,879
Accruals and deferred income	13,061	8,192
	36,002	25,604

Deferred income of £8,202 (2019 - £995) represents the unrecognised portions of grants received for specific contractual services to be provided in forthcoming periods.

THE CHILTERN CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

15. ANALYSIS OF CHARITABLE FUNDS

ANALYSIS OF MOVEMENT IN UNRESTRICTED INCOME FUNDS

	Balance at 1 Jan 2020 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Dec 2020 £
General Funds	<u>619,456</u>	<u>451,529</u>	<u>(498,155)</u>	<u>-</u>	<u>572,830</u>

ANALYSIS OF MOVEMENT IN UNRESTRICTED INCOME FUNDS – previous year

	Balance at 1 Jan 2019 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Dec 2019 £
General Funds	<u>582,690</u>	<u>661,701</u>	<u>(624,935)</u>	<u>-</u>	<u>619,456</u>

ANALYSIS OF MOVEMENT IN RESTRICTED INCOME FUNDS

	Balance at 1 Jan 2020 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Dec 2020 £
Specific service provision fund	58,565	65,190	(52,635)	-	71,120
Equipment fund	1,959	6,933	(1,079)	-	7,813
Building fund	285,435	-	(30,779)	-	254,656
	<u>345,959</u>	<u>72,123</u>	<u>(84,493)</u>	<u>-</u>	<u>333,589</u>

Specific Service Provision Fund

This represents grants and donations made to the company in respect of the provision of specific services. These are released to revenue in accordance with the supply of those services.

Equipment Fund

Certain donations were made with the proviso that they should be used for the purchase of specific equipment.

Building Fund

This represents the donations and mortgage which secured the purchase of the company's premises in February 2006 together with funds for ongoing building costs, plus the net book value of the extension to the premises in 2012.

ANALYSIS OF MOVEMENT IN RESTRICTED INCOME FUNDS –previous year

	Balance at 1 Jan 2019 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Dec 2019 £
Specific service provision fund	78,035	22,724	(42,194)	-	58,565
Equipment fund	3,541	12,984	(14,566)	-	1,959
Building fund	316,214	-	(30,779)	-	285,435
	<u>397,790</u>	<u>35,708</u>	<u>(87,539)</u>	<u>-</u>	<u>345,959</u>

THE CHILTERN CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted income funds £	Restricted income funds £	Total £
Tangible fixed assets	146,773	254,656	401,429
Cash at bank and in hand	343,829	78,933	422,762
Current assets	118,230	-	118,230
Current liabilities	(36,002)	-	(36,002)
Total Funds	<u>572,830</u>	<u>333,589</u>	<u>906,419</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS – previous year

	Unrestricted income funds £	Restricted income funds £	Total £
Tangible fixed assets	126,727	285,435	412,162
Cash at bank and in hand	384,568	60,524	445,092
Current assets	133,765	-	133,765
Current liabilities	(25,604)	-	(25,604)
Total Funds	<u>619,456</u>	<u>345,959</u>	<u>965,415</u>

17. RECONCILIATION OF CASH GENERATED FROM OPERATIONS

	2020 £	2019 £
(Deficit)/Surplus for the year	(58,996)	(15,065)
Adjustments for:		
Investment income	(377)	(674)
Depreciation of tangible fixed assets	42,240	38,164
Movements in working capital:		
Decrease in debtors	15,535	22,824
Increase/(decrease) in creditors	3,191	(37,946)
Increase/(decrease) in deferred income	7,207	(6,560)
Cash generated from operations	<u>8,800</u>	<u>743</u>

18. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2019 – none).